



UNITED STATES DISTRICT COURT

for the

DISTRICT OF MASSACHUSETTS

**USDC-MA Upgrade to NextGen CM/ECF:
Media Instructions**

Last Updated

September 1, 2021

Contents

Overview of NextGen CM/ECF Transition	2
What are my next steps?	2
Upgrading Existing PACER Account.....	3
Registering for a PACER Account (First Time Registrant).....	4
PAA Accounts (Group Accounts).....	6
One-Time Mandatory Action to Link Upgraded PACER Account to Existing ECF Account	6
Quick Reference Action Steps Based on Account User Has:.....	7
Forgotten CM/ECF username or password:.....	7
For more assistance:	8

Overview of NextGen CM/ECF Transition

USDC-MA’s upgrade to NextGen CM/ECF will provide users with several benefits, including Central Sign-On: the ability for individuals to access any NextGen court by using one login and password. Over half of the districts in the federal judiciary have successfully made this transition, and more will continue to.

Key takeaways:

- The primary change with this transition is that each account holder must have their **own individual PACER account**.
- Media members with “legacy” PACER accounts (accounts made before August 11, 2014) **must** upgrade them. Anyone who has created an account after August 11, 2014 already has an upgraded account.
- Groups utilizing PACER can maintain a PAA Account but will also need individual accounts.

What are my next steps?

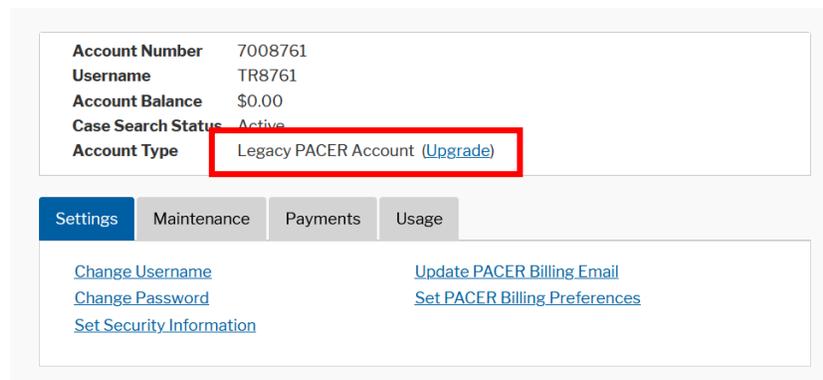
If you:	Then you....
HAVE your own individual PACER account, established before August 11, 2014 and it has not recently changed...	Must <u>UPGRADE</u> the existing PACER Account. See the next section “Upgrading Existing PACER Account” and the section “One-Time Mandatory Action to Link Upgraded PACER Account to Existing ECF Account”
HAVE your own individual PACER account, established after August 11, 2014	Already have an upgraded PACER Account (see box below)
HAVE an upgraded individual PACER Account	Must LINK upgraded PACER Account to CM/ECF Account on September 20, 2021 (instructions in this guide). (This step cannot be completed until we are live on NextGen on 9/20/21 and is a one-time procedure)
Do NOT have your own PACER account OR Use a group PACER account with your outlet/other entity...	Must register for an individual PACER Account (it will automatically be an upgraded account). See the next section. ➤ For more information re: group use, see the section in this guide on PAA Accounts.

Upgrading Existing PACER Account

- 1) Log onto PACER: <https://pacer.uscourts.gov/>
- 2) Go to **Manage PACER Account**, and view "Account Type".



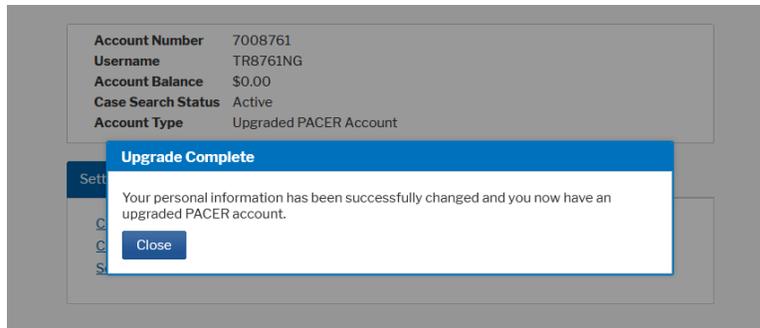
- 3) If Account Type still says "Legacy Account", select **Upgrade**.

A screenshot of the PACER account management page. The page displays account information: Account Number (7008761), Username (TR8761), Account Balance (\$0.00), Case Search Status (Active), and Account Type (Legacy PACER Account (Upgrade)). The 'Account Type' field is highlighted with a red rectangular box. Below the account information are four tabs: Settings, Maintenance, Payments, and Usage. Under the 'Settings' tab, there are links for 'Change Username', 'Change Password', 'Set Security Information', 'Update PACER Billing Email', and 'Set PACER Billing Preferences'.

- 4) Follow prompts to update/enter all necessary information in each tab.
- 5) Select **INDIVIDUAL** as the User Type at the bottom of the first screen. Click **Next**.

A screenshot of the PACER account management page showing the 'User Type' dropdown menu. The dropdown menu is open, showing options: STATE OR LOCAL GOVERNMENT, ***** Individual Accounts ***** (highlighted with a yellow box), INDIVIDUAL (highlighted with a yellow box), STUDENT, and PLAINTIFF, DEFENDANT, OR DEBTOR IN A CASE.

- 6) Complete the Address section. Click **Next**.
- 7) Create a NEW username and password at the Security screen. Click **Submit**.
- 8) **Your PACER Account is now upgraded**. The following confirmation screen will appear:



NOTE: You will no longer be able to use your old PACER username and password.

- 9) To complete the next mandatory step of upgrading your PACER account to your existing ECF account, please see the section called: **One-Time Mandatory Action to Link Upgraded PACER Account to Existing ECF Account.**

EXTRA HELP:

PACER FAQ's re: NextGen: <https://pacer.uscourts.gov/help/faqs/nextgen-cm-ecf>

General PACER Service Center contact information:

[\(800\) 676-6856](tel:8006766856) pacer@psc.uscourts.gov

Registering for a PACER Account (First Time Registrant)

- 1) Visit PACER at <https://pacer.uscourts.gov/>
- 2) Go to the **Register for an Account** drop-down header and select **PACER – Case Search Only**



- 3) Click **Register for an Account** and continue registration.
- 4) Select **INDIVIDUAL** for User Type.



- 5) Create a Username and Password and select Security Questions. Click **Next** when finished.
- 6) Enter payment information if desired.

Note:

- Providing a credit card is optional. There is no registration charge. If you submit your registration request without providing credit card information, you will receive an activation code by U.S. mail in 7-10 business days.
 - If a PACER account does not have a credit card on file, the account is considered INACTIVE (user cannot search)
 - If a PACER account does have a credit card on file, the account is considered ACTIVE (user can search)
- 7) Read and acknowledge the policies and procedures.
 - 8) To complete the next mandatory step of upgrading your PACER account to your existing ECF account, please see the section called: **One-Time Mandatory Action to Link Upgraded PACER Account to Existing ECF Account.**

EXTRA HELP:

See PACER's FAQ's for registering here: <https://pacer.uscourts.gov/help/faqs/registration>

General PACER Service Center contact information:

[\(800\) 676-6856](tel:8006766856) pacer@psc.uscourts.gov

PAA Accounts (Group Accounts)

PACER Administrative Account (PAA) holders, who represent a group of individuals to manage and pay for all charges associated with multiple PACER accounts, can perform numerous functions to manage their account effectively.

To register for a PAA Account or manage your existing Account, all details may be found at:

<https://pacer.uscourts.gov/my-account-billing/group-billing-access>

One-Time Mandatory Action to Link Upgraded PACER Account to Existing ECF Account

*Note that this step cannot be completed until the District of Massachusetts is live on NextGen on **September 20, 2021** and it is a one-time procedure.*

- 1) Navigate to the USDC-MA's ECF login page: <https://ecf.mad.uscourts.gov/cgi-bin/ShowIndex.pl> and click "**District of Massachusetts – Document Filing System.**"
- 2) Log in with your upgraded PACER username and password.
- 3) Click on **Utilities** and select **Link a CM/ECF account to my PACER account.**
- 4) Enter your current ECF login and password. Click **Submit.** (**NOTE: If you forget your ECF username or password, please see Page 7 for instructions.**)
- 5) Ensure that CM/ECF account and PACER account listed are accurate. If so, click **Submit.**

NOTE: Your individual PACER account should be listed. DO NOT link a shared agency/news outlet/firm's PACER account to your CM/ECF account.

- 6) You have successfully linked your account. Refresh your screen (press F5).

NOTE: You will now only use your new PACER username/password to log in to both PACER and ECF.

Quick Reference Action Steps Based on Account User Has:

CM/ECF Account = Media user has an existing CM/ECF account

PACER Account = Media user has an existing PACER account

CM/ECF Account	PACER Account	NextGen Steps
✓	✓	<ol style="list-style-type: none"> 1. Log into PACER 2. Access our court 3. Link the PACER account to the existing CM/ECF account on or after September 20, 2021
✓	✗	<ol style="list-style-type: none"> 1. Register for a new PACER – Case Search Only account 2. Access our court 3. Link the PACER account to the existing CM/ECF account on or after September 20, 2021
✗	✓	<ol style="list-style-type: none"> 1. Log into PACER on or after September 20, 2021 2. Submit a Non-Attorney E-File Registration under the Maintenance tab, select the role of “Party” 3. Registration will be processed internally and Media permissions will be granted
✗	✗	<ol style="list-style-type: none"> 1. Register for a new Non-Attorney Filers for CM/ECF account in PACER 2. On or after September 20, 2021, submit a Non-Attorney E-File Registration under the Maintenance tab, select the role of “Party” 3. Registration will be processed internally and Media permissions will be granted

Forgotten CM/ECF username or password:

Forgot your CM/ECF username? Email media@mad.uscourts.gov to retrieve your username.

Forgot your CM/ECF password? Click [here](#) to reset your CM/ECF password to link with your PACER account. An email with reset instructions will be sent to the email address you have on record with the District Court.

Email address associated with your account no longer valid? Please contact ecfhelp@mad.uscourts.gov.

For more assistance:

For USDC-MA help during this transition, please send an email to ecfhelp@mad.uscourts.gov and [CC media@mad.uscourts.gov](mailto:CCmedia@mad.uscourts.gov).

PACER FAQ's re: NextGen: <https://pacer.uscourts.gov/help/faqs/nextgen-cm-ecf>

USDC-MA webpage re: NextGen transition: <https://www.mad.uscourts.gov/caseinfo/nextgen.htm>